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ABSTRACT

This recent study investigates sabbatical leave policy for administrators in 80 California Junior Colleges. Except for a few newly-formed colleges or those having boards generally unfavorable to the idea, most of the colleges responding to the survey indicated some type of policy for granting such leaves. Justification for these leaves ranges from personal study, travel, or research, to the use of this time for mental and physical rehabilitation. The duration of leave varied from two months to a year, though most seem to favor two or three months. Compensation is based on a variety of criteria, including comparable teacher's salary, and administrative pay less a certain percentage. For a year's absence, a majority of colleges provide 50 per cent pay (although a few go as high as 75 per cent for a year), and full pay for a semester. Administrative hardships created by the individual's absence appear to be the major obstruction to granting sabbaticals. Presently, only six of the responding colleges that indicate a policy of providing leave for a quarter to a year's duration state that they have granted administrators leave under these policies. The trend, however, based on comments made, indicates an increase in the number of administrators to be granted sabbaticals in the next few years. (JO)

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A REPORT ON THE STATUS OF SABBATICAL LEAVES FOR ADMINISTRATORS IN CALIFORNIA JUNIOR COLLEGES

Based on a Questionnaire Survey of Eighty Junior Colleges
Carried Out Between January and March 1970

by

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General Information

In reply to a questionnaire on sabbatical leaves for administrators, eighty junior colleges in California submitted replies. In answer to the question, "Does your college authorize sabbatical leaves for administrators", fifty-two replied in the affirmative; though some of these conditioned their reply on the basis that it was more theoretical than actual practice.

Twenty-six indicated they do not authorize sabbatical leaves for administrators though a number of these felt that they were out of step in not doing so. Two indicated that since they had never had a request, they actually had not seriously considered the matter.

While the administrators to be included in this study were not rigidly defined, any certificated person who was employed on a twelve-month contract and was required to hold a valid administrative or supervisor certificate could be considered to be an administrator. These individuals generally occupy positions with titles from the top administrator - Superintendent or President - down through positions with titles like Associate Dean or Assistant Dean. Persons with titles such as Division Chairman, Department Chairman or other closely related position names were not considered administrators, since they generally are ten-month positions.

Period of Absence

In answer to the question as to length or period of absence authorized, a wide variation in periods appears to exist. Some colleges have a policy for both faculty and administrators which allows a leave for either a quarter or semester and academic year.

The most significant statistical figures are that twenty-nine indicated they authorize absences for an academic year and twenty-three for a semester. Within these figures some of the same colleges exist since they authorize both. There are ten colleges which authorize either a two month or three month leave.

Policies and Practices

The colleges that indicated they have a policy which allows a sabbatical leave for a semester or a year, generally added a restrictive comment such as "no administrator has requested a sabbatical" or "there has never been a case of an administrator granted a sabbatical leave so far from the district." Additional related comments were as follows:

1. "Administrators are included on the same basis as other faculty members, but no grants have been made as yet."

2. "The policy covers all certificated personnel, but I doubt if a leave would be granted an administrator--none have requested one."

3. "We would handle each individual case on merit. Have had only one administrator on sabbatical leave in about seven or eight years."

While at least two-thirds of the California Junior Colleges have policies that provide for a quarter, semester, or academic year sabbatical leave for administrators, only six colleges specifically stated they have actually granted administrators sabbatical leaves for any of these periods.

The most favorable comment on the granting of sabbatical leaves for a semester or longer duration of time was the following from a long time established junior college: "Of fourteen administrators, six eligible for sabbatical leave (seven years or more service), five have applied and been awarded a six-month sabbatical leave."

Three colleges indicated a full sabbatical could be taken in the same way and with the same compensation as is provided a teacher. For example, one college stated it in this manner: "An administrator in this district may take a full sabbatical at teachers' salary." Another reported, "An administrator may apply for a regular sabbatical in which case his pay would be two-thirds of whatever he would be entitled to as a teacher on leave."

From the foregoing it can be seen that while at least thirty-eight junior colleges indicated they have a policy which provides sabbatical leaves of a quarter, semester, or academic years duration for administrators, with the exception of about six of the colleges, no administrators have been granted sabbatical leaves under these policies. One typical college reported, "This year an administrator on the associate dean level did go on a sabbatical leave of one semester on the teaching salary schedule."

Several colleges indicated that to grant an extended sabbatical leave to an administrator was a major problem since during his absence the performance of the administrator's duties would not be easily accomplished. One large Southern California junior college which has granted semester and annual leaves to administrators has met this problem in the following manner: "We do not generally replace administrative positions but divide the area or help with routine clerical for the time. We find it unpractical to bring a person in at the administrative area." Another college district near the San Francisco Bay area in an effort to grant administrators sabbaticals and avoid this difficulty stated, "We are recommending a new policy of three months with full pay for administrators precisely because of the difficulty of springing administrators lose for the semester or year, although we have and are doing so."

Enthusiasm For Short Sabbatical Leaves

There were ten colleges that stated they have policies authorizing administrators sabbaticals of two months or three months duration. These policies are enthusiastically praised as being workable and these colleges indicated that they had granted or would readily grant a sabbatical in accordance with their policy.

Pertinent comments of colleges on short time sabbaticals for administrators were as follows: "..... has a two month administrators sabbatical at full pay which may substitute for a semester or year sabbatical." Another reported, "Administrators may take a special sabbatical with full pay for three months in conjunction with their annual vacation."

The two or three months sabbatical appears to be the most feasible for administrators. While some colleges stated it should be for the "purpose of study, travel or research which will demonstrably contribute to professional growth" others indicated it might well be only to get away from it all to revitalize one for the pressures constantly being faced and to rebuild one's physical and mental condition.

Some superintendents have been authorized two or three months sabbaticals in their contracts and two colleges stated these sabbaticals could well be extended to other administrators.

Consensus and Problems on Sabbatical Leaves for Administrators

There was a strong, overwhelming consensus that sabbatical leaves should be given to administrators. The problems entailed in having the administrator's duties carried out during absence on a sabbatical are of real concern. Consequently, the two or three months sabbatical appears to be easier to allow for than a semester or year's leave. It would appear this is how many colleges will go as they face this issue.

A half dozen colleges reported that they had not faced this issue purely because they were a relative new college and no one would be eligible for some time. Two indicated considerable concern about what reaction the Governing Board would have to a request from an administrator even though their policy provided for both faculty and administrators. Twelve colleges which do not have a policy reported being in favor of sabbaticals for administrators but stated among other problems that it was difficult to persuade a board to grant such leaves.

Those colleges which have granted semester or annual sabbaticals to administrators have generally paid at the level of a teacher or without the extra 10% or 15% for responsibility. The majority give one-half pay (50%) for a year's absence. Although other percentages like 60%, 65% and 75% are authorized, these percentages were each applicable only to one or two colleges. There were a surprisingly large number who stated their policy provided for full pay for a semester leave, but very few such leaves had been granted administrators. As reported previously, the two months or three months sabbatical at full pay appeared to be enthusiastically supported by those granting this period of leaves.

Summary

In summary, it can be stated that approximately two-thirds of California Junior Colleges have a policy of some type or other granting sabbatical leaves to administrators. Of the remaining one-third, with the exception of the few newly established colleges and those who have boards not too favorable to sabbaticals for any certificated personnel, the majority indicated they are studying adoption of a policy or are in favor of sabbatical leaves for administrators. Because there are problems

inherent in granting sabbaticals to administrators which could create hardships because of an absence for an extended period of time, there appears to be a trend towards establishing sabbaticals for two or three month periods. These may be given for the same reasons as are authorized for instructors or merely for recuperation and to insure the maintenance of healthy administrators capable of carrying out their responsibilities year after year in an efficient manner. In any event, the consensus of comments made to this study leads to the conclusion that the information reported infers strongly that the next few years will see an increasing rise in the number of administrators granted sabbatical leaves in California's Junior Colleges.

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November 14, 1969

San Joaquin Delta College, and its predecessor Stockton College, has had for a long time a sabbatical leave policy for the following professional staff members: instructors, counselors and librarians. The current policy provides that "no more than 5% of the full time equivalent of the professional staff members--instructors, counselors, and librarians--will be given sabbatical leaves." There is no policy for administrative personnel--vice presidents, deans and associate deans.

While it is very difficult to have the position of a vice president, dean or associate dean vacant for an extended period of time, there is a feeling on the part of some of these individuals that some form of sabbatical leave should be authorized for them.

Would you please reply to the briefly worded sabbatical leave questionnaire attached?

Very truly yours,

Marion K. Bandley

MARION K. BANDLEY
Executive Assistant to the
President and Superintendent

MKB:vls
Enclosure

SABBATICAL LEAVES FOR ADMINISTRATORS

1. Does your college authorize sabbatical leaves for administrators?

No_____ Yes _____

a. If the answer is "No" to the above, do you think there is any basis for a community college to grant a sabbatical leave to an administrator?

b. If the answer is "Yes" to the above, please complete the following:

(a) Period of absence authorized:

One quarter _____
One semester _____
One year _____
Other _____

(b) Pay during absence:

1/2 pay _____
3/4 pay _____
Full pay _____
Other _____

Please furnish any information or comments relative to this issue.

I would like a copy of whatever findings this questionnaire produces.

No _____ Yes _____

Mail to:

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